

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PSYCHIATRIST DIRECTOR

JOB DESCRIPTION

Employees in this job function as divisional administrative supervisors and directors in a state facility. Under general, administrative, or executive supervision, the employee works within general methods and procedures, and exercises independent judgment to select the proper course of action. The work requires knowledge of the policies, procedures, and regulations of various medical services, including psychiatric services, training and research programs, and a knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job.

Position Code Title – Psychiatrist Director-1

Psychiatrist Director 20

The employee functions as the director of a major children's or adult division, director of research and training, or as the director of a large multi-unit community clinic.

Position Code Title – Psychiatrist Director-2

Psychiatrist Director 21

The employee serves as the chief of clinical affairs over all services at a facility.

Position Code Title – Psychiatrist Director-3

Psychiatrist Director 22

The employee serves as the administrator of a psychiatric facility or as the Chief Psychiatric Officer for a department.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Plans, organizes, directs, and controls the work activities of a divisional program.

Formulates current and long-range programs, plans, and policies for the divisional program.

Directs the revision of rules, regulations, and procedures to meet changes in law or policy.

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Selects and assigns staff, ensuring equal employment opportunity in hiring and promotions, identifies staff development needs and ensures that training is obtained; ensures that proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs the overall program of clinical activities.

Initiates and directs staff conferences.

Performs related work appropriate to the class as assigned.

Additional Job Duties

Psychiatrist Director 20

As a director of a major children's or adult division:

Organizes and directs the overall program of clinical activities and therapy in the division with cooperation of the facility administrator.

Directs and coordinates medical activities and activities related to patient care.

Plans medical and psychiatric programs.

As a director of research and training in a facility:

Plans, develops, and carries out research projects.

Investigates and studies new developments in medical treatment and techniques; adapts them to the specific needs of the facility.

Coordinates the research projects being carried out at the facility.

Conducts training in research methodology.

Directs the training program for psychiatric residents, staff psychiatrists, and medical interns.

As director of a large, multi-unit community clinic:

Provides professional and administrative supervision to clinic personnel.

Independently carries out the administrative activities of the clinic.

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Meets with local clinical boards to determine policy and procedure.

Carries out liaison activities with other community agencies.

Psychiatrist Director 21

As the chief of clinical affairs:

Plans, directs, and coordinates the clinical activities of the facility.

Develops new policies involving clinical methods and practices.

Meets with department heads to discuss programs, problems, and solutions related to residents, staff, equipment, and coordination of support services.

May make inspections of patients' quarters to determine the quality of the treatment milieu.

Approves requests for purchase of necessary drugs, medical supplies, and medical support equipment.

May be responsible for day-to-day operations of the facility, including budgeting, staffing, business management, and related staff, as well as coordinating the administration of the clinical aspects of the facility.

May evaluate facility operations, report to the Regional Deputy Director on the status of facility operations and procedural problems, and make recommendations.

Psychiatrist Director 22

Directs, plans, organizes, and coordinates comprehensive services for the facility.

Establishes policies and standards of care and treatment.

Assures that program plans are developed in compliance with departmental policy.

Meets with representatives from training institutions to discuss current programs and/or inaugurates new programs.

Meets with department heads to discuss programs and problems.

Submits regular and special reports and recommendations to the central department concerning the facility's activities.

Meets with the central department staff on budgetary problems.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Thorough knowledge is required at the 20 and 21 levels. Extensive knowledge is required at the 22 level.

Knowledge of the principles and practices of medicine, surgery, psychiatry, and neurology.

Knowledge of current theories, practices, current developments, and trends in the field of mental health.

Knowledge of the organization and operation of a mental health facility or clinic.

Knowledge of administrative management, methods, and procedures.

Knowledge of organization and procedures including budgeting, personnel management, fiscal control, administrative accounting and office services.

Knowledge of fiscal planning and management as related to governmental activities.

Ability to administer a treatment program.

Ability to diagnose and treat mental illness.

Ability to deal with emotionally disturbed children and adults.

Ability to supervise professional and non-professional medical, nursing, and technical support staff in the delivery of medical care.

Ability to interpret treatment programs to relatives and staff.

Ability to direct and coordinate the operations and programs of an out-patient, hospital, or facility clinic.

Ability to direct a residency training program.

Ability to coordinate the activities of the facility's medical services.

Ability to administer a complex medical program of services for the mentally ill and their families.

Ability to maintain favorable public relations.

Working Conditions

Most positions are located in a mental health or correctional facility; therefore, the work may involve the treatment of non-cooperative patients.

Exposure to illness and disease may also be inherent in the work.

Some jobs require travel.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Physical Requirements

The job duties require an employee to work under stressful conditions.

Education

Possession of a medical degree from an accredited school of medicine.

Experience

Psychiatrist Director 20

Three years of experience as a psychiatrist in a mental health facility or clinic.

Psychiatrist Director 21

Four years of experience as a psychiatrist in a mental health facility or clinic, two years of which shall have been equivalent in level of responsibility to that of the director of a major children's or adult division.

Psychiatrist Director 22

Five years of experience as a psychiatrist in a mental health facility or clinic, one year of which shall have been equivalent in level of responsibility to a chief of clinical affairs at a state facility for the mentally ill.

Special Requirements, Licenses, and Certifications

Possession of a license to practice medicine or osteopathic medicine and surgery in Michigan.

All positions at the 21 and 22 levels will require board certification in psychiatry by the American Board of Psychiatry and Neurology Inc.

Positions in children's psychiatric hospitals will require board certification in child and adolescent psychiatry.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
PSYCHIDIR	Psychiatrist Director	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Psychiatrist Director-1	PSYHDIR1	NERE-211
Psychiatrist Director-2	PSYHDIR2	NERE-212
Psychiatrist Director-3	PSYHDIR3	NERE-213

ECP Group 3
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RLH